

## **Personal Information**

Name - Godallegedara Kalinga Hareendra Bandara  
Gender - Male  
Date of Birth - 29<sup>th</sup> of November 1985  
Place of Birth - Kandy, Sri Lanka  
Nationality - Sinhalese  
Marital Status - Single  
Religion - Buddhist  
Address - New No 06, Balagolla Kengalla, Kandy, Sri Lanka  
Phone - 0773231909  
Email - [kalinga.bandara@gmail.com](mailto:kalinga.bandara@gmail.com)

## **Educational Qualifications**

- ✧ Bachelor of Business final semester (Griffith University Australia).
- ✧ GCE A/L (2004) Trinity Collage Kandy Sri Lanka.
- ✧ GCE O/L (2001) Trinity Collage Kandy Sri Lanka.

## **Extra Curriculum**

- ✧ Member of Commerce Society.
- ✧ Member of Oriental Music Society.
- ✧ Member of Student Counseling Association.
- ✧ Member of Natural History Society.

## **Work Experience**

### **Receptionist - Grand Taj Restaurant, Gumdale, Brisbane, Australia. ( September 2007 – November 2010)**

- ✧ Serving customers.
- ✧ Accepting dine in, takeaway & delivery orders.
- ✧ Managing the cash till & balancing it at the end of the shifts.
- ✧ Training new waiters & assisting the existing staff.
- ✧ Helping the kitchen whenever required.

### **Supervisor – Hudor Group, Brisbane, Australia. (January 2011 – August 2014)**

- ✧ Hiring new staff.
- ✧ Training new staff.
- ✧ Assign tasks for the staff.
- ✧ Quality inspections.
- ✧ Providing assistance & Support to the staff.

### **Senior Associate – Medigain Global. (June 2015 – Current)**

- ✧ Managing daily productivity.
- ✧ Quality control.
- ✧ Agent monitoring.
- ✧ Volume planning.
- ✧ Volume delivering.
- ✧ Training new agents.
- ✧ Managing process based reports.

## **Skills Summery**

❖ **Highly Effective Team Player** : Able to work autonomously and in team environments. works effectively with others to achieve common goals whilst maintaining a good line of communication.

❖ **Quick Learner** : Superior capacity of understanding new concepts and applying team accurately.

❖ **Strong Interpersonal & Communication Skills** : Able to communicate effectively to a diverse range of stakeholders and explains information , both verbally and written , in a clear and concise manner.

❖ **Highly Organised With Great Attention To Detail** : A high Aptitude for prioritising and performing multiple tasks simultaneously and working to tight deadlines. Performs well under pressure.

❖ **Strong Leadership Skills** : Excellent capability to lead , encourage & develop a large team of associates.

## **Referees**

- Mohan Perera  
General Manager  
Hudor Group (QLD) Pty Ltd  
4/954 Kingston Rd Waterford West 4133  
+61432281141
  
- Shanka Hewagamage  
General Manager  
Medigain PVT LTD  
0779707999

The particulars mentioned above are true and correct to the best of my knowledge.

Kalinga Bandara.